



Tamalpais Community Services District

305 Bell Lane, Mill Valley, CA 94941 • 415 388-6393 • Fax: 415 388-4168
info@tcsd.us • www.tcsd.us

COMMUNITY CENTER EVENT SETUP REQUEST

EVENT DATE: _____ EVENT TIME: _____

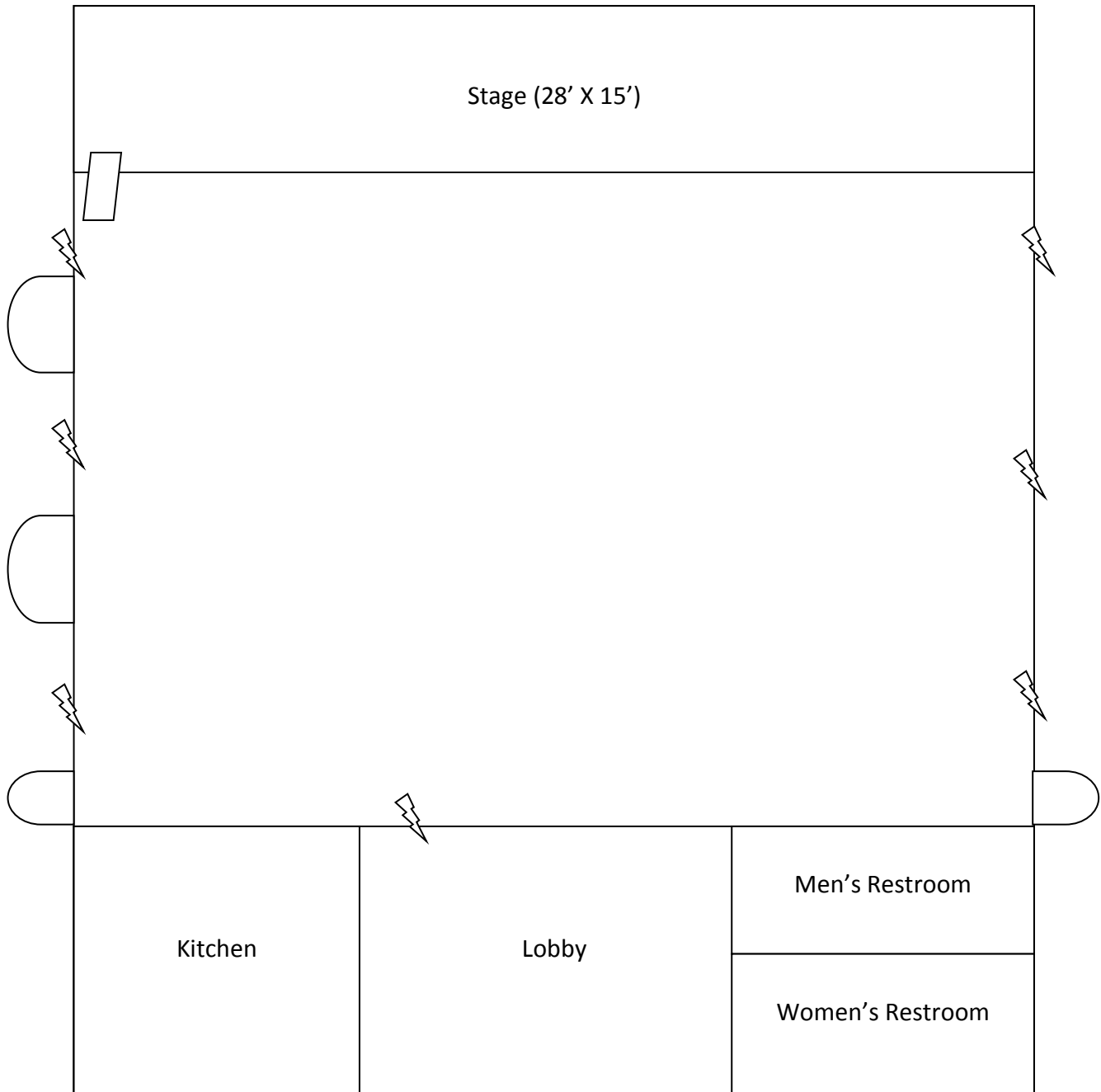
RENTER: _____ CONTACT #: _____

CHAIRS: _____

TABLES: _____

MISC: _____

B
A
C
K
Y
A
R
D





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TAM VALLEY COMMUNITY CENTER RENTAL INFORMATION

(2 hour minimum rental)

Floor Dimensions:

- Hall – 45' x 32' = 1400 sq ft
- Stage – 28' x 15

Maximum Occupancy: Hall: 192 Stage: 23

Maximum Chairs Available: 120

Tables:

- (12) 60" Round
- (15) 72" x 30" Rectangular

Parking: 47 regular spaces; 2 Handicapped Spaces; 14 Overflow Parking (63 Total)

Rental Fees:

- Resident \$80/hour
- Non-Resident \$105/hour
- Non-Profit \$90/hour (this does not include fundraising events)
- Public Agency \$70/hour
- Commercial \$120/hour (any group that will charge admission/fees)

All rentals will require a Facility Attendant at a cost of \$30/hour. A fee of \$40/hour will be charged for any hours over 8 for the Attendant. The Attendant will open and close the facility for you, help with any setup required, and be on hand to answer any questions during the event.

Cleaning Fees: TCSD offers a cleaning service for events at a cost of \$200 or renters can choose to complete the cleaning themselves. Please ask for the cleaning checklist when making your reservation.

Deposit & Insurance: TCSD requires a \$500 refundable deposit for all rentals. Also required is a \$1 million one-day certificate of liability insurance policy. Renters are usually able to get the certificate through their homeowners' insurance company or we also have policies available through TCSD.

Hours Available:

- Sunday 9:00am-6:00pm
- Monday – Thursday 9:00am-10:00pm
- Friday – Saturday 9:00am-11:00pm